

# CURRICULUM COMMITTEE

May 15, 2009 – Student Senate Room (HUB 119)

## MINUTES

Present: Bonnie L. Bechard, Mary E. Campbell (consultant, non-voting), Robert G. Egbert, Elliott G. Gruner, Lindsay E. Harrington (student, voting; 2:16 pm), Joyce C. Larson, Wendy J. Palmquist (Chair), Lisa D. Spradley, Anil Waghe, David Zehr (alternate to the Provost) [nine voting members]

Absent: Nick Sevigney (new faculty observer, non-voting)

Excused: Julie N. Bernier, Stephanie M. Caron (student, voting), Samir V. Choudhry (student, voting)

Vacant position: Elizabeth A. Cox who is serving as Acting Chair of the Music, Theatre, and Dance Department for the spring semester

2009-10 Members Present: Christian Bisson, Elizabeth A. Cox (2:18 pm), Karolyn Kinane

Presenters of Proposals: Patrick J. May, Bryon D. Middlekauff, Richard E. Sparks, Craig D. Zamzow

*Note: Unless otherwise indicated, all curricular changes noted below will become effective with the 2010-2011 edition of the Academic Catalog. Recorded in the order in which the agenda item was discussed.*

Wendy Palmquist called the meeting to order at 2:02 pm. She announced that the early start to the meeting was due to Convocation beginning at 4 pm, with the Platform Party needing to be there at 3:30 pm.

I. The minutes of the April 17, 2009 meeting were *approved as presented, 7-0-1-4.*

II. New Business

A. Social Science:

1. BS Social Science (both options): reduce total credits required from 122 to 120 by reducing the available free elective credits. The Contract Option has 29 or 26 free elective credits; the Social Studies Teacher Certification Option has 5-2 free elective credits. [The proposal for the Social Studies Teacher Certification Option was approved April 20<sup>th</sup> by the Council of Teacher Education.] *Disapproved 0-8-0-4.*
2. BS Social Science, Contract Option: add EPL, SS, and TMP to the list of disciplines from which students can select to fulfill the Concentration Disciplines or the Social Science Electives. *Approved 8-0-0-4.*
3. Certificate in Geographic Information Systems: amended at the meeting to delete a course that does not exist and a graduate course as choices. After further discussion, the proposal was withdrawn.

B. Psychology:

1. PS 4360 Internship in Psychology: to allow a second enrollment, for a total of no more than six credits. *Approved 9-0-0-3.*

C. Business:

1. New course: BU 3460 Small Business/Entrepreneurship Marketing and Operations (3 credits). Owners and managers must develop cost effective marketing programs to create awareness of and generate revenues for the small business. Similarly owners and managers must have an intimate understanding of and involvement in small business operations. Students develop an integrated marketing communications plan for a business in the selected industry. Students learn the critical aspects of operating a business in the selected industry. Students prepare a physical layout of the business; an operational analysis is required and includes critical parameters of the selected business and a comprehensive breakeven analysis. A small business simulation is used to allow

## CURRICULUM COMMITTEE

students to apply course concepts to a simulated small business. Springs. Prerequisite(s): BU 2450. *Approved 8-1-0-3.*

2. New course: BU 3470 Small Business Law and Human Resources (3 credits). Provides the small business manager or owner with a basic knowledge of the law and legal issues relating to small businesses and the best practices in human resources. Focuses on numerous practical issues including: choosing and organizing a form of business; entering into contracts; protecting intellectual property; obtaining insurance and reducing liability; hiring, managing, and terminating workers; complying with the various federal and state statutes and regulations, with an emphasis on those relating to human resources. Falls. Prerequisite(s): BU 2480. *Approved 8-1-0-3.*
3. New course: BU 4550 Small Business SBI Projects (3 credits). Senior-level service-learning course in small business consulting. Consists of a Consulting Skills Workshop designed to equip students with the necessary skills to effectively consult with a small business client and to prepare a comprehensive analysis report with recommendations consistent with the scope of work established with the client. Springs. Prerequisite(s): senior status; minimum cumulative 3.50 GPA. *Approved 8-1-0-3.*
4. New course: BU 4530 Small Business/Entrepreneurship Finance and Accounting Methods (3 credits). Provides students with a thorough understanding of the unique and “scaled down” requirements of the financial management aspects of operating a small business. Focuses on origination of financing, management of cash flows, the ongoing financial management of a small business. Includes the creation of basic financial statements via manual and automated approaches using Quick Books Pro (or other financial software) and other financial issues specific to the small business environment. Falls. Prerequisite(s) BU 1150, BU 2260, BU 3210. *Approved 8-1-0-3.*
5. New course: BU 4700 Small Business/Entrepreneurship Capstone (3 credits). Students select a potential small business to acquire or launch, prepare a funding plan, a marketing plan, and a business plan suitable for obtaining financing from a bank or other funding source. Students learn about (and if appropriate, obtain) the required registration documents for company organization and name. Students learn all the required licensing and insurance requirements appropriate for their chosen small business. Students leave the course with all the knowledge and a plan to start or acquire a business of their choosing. Springs. Prerequisite(s): BU 3460, BU 3470, BU 4530. *Approved 8-1-0-3.*

Concern was repeatedly expressed that these new courses would be taught by adjunct faculty.

6. BS Management: create Small Business/Entrepreneurship Option, adding the four new courses above (12 credits) to the core requirements. *Approved 8-1-0-3.* This proposal must be submitted to the Faculty and to SAPC.

### D. Council of Chairs:

1. Change Faculty Bylaws, membership of Curriculum Committee.
  - a. Composition: The Curriculum Committee is composed of twelve voting members: the Vice President for Academic Affairs (or Associate Vice President for Undergraduate Studies), Registrar, seven faculty members not Department Chairs, and three members selected from the student body to be chosen by procedures established by the Student Senate. Only one member of a department may serve on the Curriculum Committee at one time. The Vice President for Academic Affairs may appoint the Associate Vice President for Undergraduate Studies to participate as a full voting member of the Curriculum Committee in the Vice President’s absence. [Faculty Bylaws]

#### Suggested Change:

- a. Composition: The Curriculum Committee is composed of twelve voting members: the Vice President for Academic Affairs (or Associate Vice President for Undergraduate Studies), Registrar, seven faculty members (no more than two of whom are Department chairs), and three members selected from the student body to be chosen by procedures established by the

## CURRICULUM COMMITTEE

Student Senate. Only one member of a department may serve on the Curriculum Committee at one time. The Vice President for Academic Affairs may appoint the Associate Vice President for Undergraduate Studies to participate as a full voting member of the Curriculum Committee in the Vice President's absence.

Discussion: Has not addressed the concerns expressed last month. Need to see more faculty on the Committee. Chairs are doing too much already. Important to have more faculty serve and not just a handful of the same faculty. Often Chair prompts change in curriculum, takes proposal to the Library, IT, Provost and then to the Curriculum Committee; does not make sense to also have Chair come here. Had two vacancies this semester and only one was filled. Faculty Speaker could not get another faculty member to serve. As we grow as a university we have to mind these things more. Do have to think about the new Dean positions. Deans should not be on the Curriculum Committee. Should not keep people from serving. How much influence would two Chairs have (there are 12 voting members)? Faculty elected to the Curriculum Committee represent the Faculty as a whole, not their department.

The suggested change in language was *approved 6-3-0-3*. This needs to be submitted to the Faculty.

IV. Election of 2009-2010 Chair and Scribe. Wendy was thanked for her many years of service on the Curriculum Committee and for being Chair. Mary was asked if she would be willing to continue as Scribe. After clarifying that she is a non-voting consultant to the Committee, she agreed to continue as Scribe. Beth Cox was asked to be Chair; she expressed her concern of the time commitment and questioned if she could get organizational help. Karolyn said she was willing to help.

III. Reports – none given due to the lack of time.

- A. SAPC.
- B. General Education Committee.
- C. Council on Teacher Education.
- D. Steering Committee.

The meeting adjourned at 3:20 pm.

The Curriculum Committee meets on the third Friday of the month from 2:30 until 5 pm in the Student Senate room (HUB 119). Proposals need to reach the Chair 10 days prior to the meeting. Their next meeting is Friday, **September 18<sup>th</sup>**.

Respectfully submitted,

Mary E. Campbell, Scribe  
Director of Curriculum Support

*These minutes were approved September 18, 2009.*